



JOB DESCRIPTION

Title: **ECONOMIC/REDEVELOPMENT DIRECTOR**
Department: Business Development
Class Code: 1805
FLSA Status: Exempt
Effective Date: July 1, 2000 (Rev 07/2006)
Grade Number: 29

GENERAL PURPOSE

Under the general direction of the Mayor, performs professional economic development and redevelopment responsibilities and manages economic development and redevelopment programs for the orderly development, redevelopment and growth of the City.

EXAMPLE OF DUTIES

As Economic Development Director:

- Studies Murray's tax base and makes recommendations on how to diversify tax base. In addition determines which top 100 business are highest sales tax producing; property tax producing; power users, etc. Determines, based on tax diversification, which businesses Murray City needs to grow, retain and attract.
- *-- Meets with businesses; develops profiles; develops and maintains a positive relationship with existing businesses; and maintains communications to resolve business issues. On a monthly basis, provides a summary of visits and communications with Murray Businesses to the Mayor for review and discussion.
- *-- Develops and nurtures professional working relationships with business owners and managers in Murray City. Identifies and addresses specific problems existing among city business owners and managers. Coordinates business development issues with other city departments. May recommend programs for business expansion.
- *-- Maintains constant communication with the Mayor in order to keep the Mayor informed of business issues. Maintains and nurtures a cooperative working relationship with all City departments. As requested, prepares reports for the Mayor reflecting current activity and the state of business in the City.

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- Conducts research, complete special projects and assist the Mayor on business development issues, or other issues related to business development mission and objectives.
- *-- Supervises personnel; hires, trains, evaluates and disciplines employees; assigns, monitors and schedules work, prepares and manages budget and monitors expenditures.
- May be involved in the Main Street Program assisting in parking management, landscape design, and general design guidelines in historic downtown.
- May be involved in master planning vacant, developed or underdeveloped areas of land for business expansion.
- May assemble and staff a business advisory board to analyze and advise the Director on business issues.
- *-- Works Closely with Chief of Staff on updates to the Mayor and City Council.
- Other duties as assigned.

As Redevelopment Director:

- *-- Plans and directs the implementation of redevelopment in the city; meets with developers and financiers to facilitate redevelopment; works with architects, planners, engineers and consultants to resolve problems.
- *-- Assists the Finance Department in arranging and facilitating tax increment financing, bonds, real estate packages and land development packages; assists the Finance Department with banks, bond brokers and attorneys to assemble bond packages.
- *-- Works with, and under, the general direction of the Board of Directors (City Council), Chief Administrative Officer (Mayor), Public Services Director, and Planning Commission to develop policies and procedures and to enact programs to provide detailed briefings on affairs of the Redevelopment Agency.
- *-- Meets with property owners to explain plans and promote good public relations; meets and provides information in redevelopment agency hearings; keeps Chief Administrative Officer, Public Services Director and Board of Directors informed of activities.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelors degree from an accredited college or university in Public or Business Administration, Finance, Marketing, Communications, Economics, Urban Planning, Geography or a closely related field with five (5) years professional experience in the private or public sector including, but not limited to, marketing, business development, local government planning and development, redevelopment, public relations, or other closely related field OR seven to nine years direct business experience; or an equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities

- Knowledge of the principles and programs of city government. Knowledge of pertinent federal, state and local laws and regulations as it applies to businesses and the ability to interpret, apply and explain a variety of ordinances affecting business development.
- Working knowledge of principles and practices of business in general, including retailing and marketing and procedures of building construction and finance. A working knowledge of business development, community development, redevelopment, and planning and zoning. Working knowledge of public and private finance, real estate, basic accounting, budget preparation and administrative processes.
- Skill in principles and practices of public relations including communicating clearly and concisely, both orally and in writing and presenting oneself professionally and skillfully. This includes the ability to establish and maintain effective working relationships with those contacted in the course of work, primarily businesses, and industries, but also public officials, community groups and the general public.
- Skill in the translation of technical data, financial documents, and accounting records, into an easily understood format.
- The ability to identify and respond to business concerns and needs. The ability to plan, organize, develop and implement proposals and practices for providing effective business retention, business growth and business revitalization. Includes ability to analyze problems, identify alternative solutions and project consequences of proposed actions.
- Ability to establish and maintain effective working relationships with citizens, developers, financiers and other government agencies; ability to communicate effectively, verbally and in writing; ability to direct the work of others.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing software; motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work may be required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee may be occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.